2005 LONG RANGE FACILITIES PLAN
LRFP Website Task Summary

The following provides an overview of the major tasks to be completed on the LRFP website. Refer to the *LRFP Preliminary Guidelines, LRFP User Manual,* and the *LRFP Tutorial* for in-depth guidance concerning the new reporting requirements and website use. The documents can be accessed from the LRFP website.

WEBSITE SECTION	TASK DESCRIPTION

Inventory

Review and update existing inventory.

- Review existing inventory data transferred from the previous LRFP and edit as required.
- Add existing district owned or leased inventory that is new to the district since the last LRFP or that has received Department of Education (DOE) Schematic Approval.
- Identify existing undeveloped sites, parking lots, athletic fields, and playgrounds *(new reporting requirements).*
- Add "grossing factor" spaces to the room inventory for instructional buildings *(new reporting requirement).*

Identify potential new inventory.

- Add potential new sites, schools, assets, and rooms for possible inclusion in the LRFP. *(Do not forget to include potential "grossing factor" spaces for instructional buildings.)*

Identify system upgrades for existing assets.

- Describe systems upgrades *(HVAC systems, finishes, building skin, etc.)* under consideration for possible inclusion in the LRFP.

Enrollment

Determine district-wide enrollments.

- Identify district enrollments to be accommodated in the LRFP by selecting one projection year from the website cohort-survival projection or by entering the findings of district created projections.
- Create one or more enrollment projection scenario if desired.

LRFP

Construct a LRFP (assemble required components).

- Select a district-wide enrollment projection.
- Assign grade level enrollments to each proposed school, with the sum of the proposed school enrollments equaling the proposed district-wide projections.
- Select system upgrades identified in the Inventory section of the website to be included in the LRFP and assign estimated budgets and project start years.
- Assign "actions" *(new construction, reconfiguration, etc.),* estimated budgets, and project start years to existing and potential inventory items to identify changes for inclusion in the LRFP.
- Create one or more LRFPs for comparison if desired.

Electronically submit the LRFP and print out supporting documentation transmittals.

- Electronically submit one LRFP for DOE review.
- Print-out transmittals to the DOE to accompany "off-line" supporting documentation.

PENDING WEBSITE AVAILABILITY

Complete Preschool Community Provider Facilities Survey (Abbott and ECPA districts only).

- Record information for all preschool centers housing district students that are not owned or operated by the district and for which no state facilities funding is being requested.